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# Basic Allowance for Subsistence

## Introduction:

This section provides the procedures for starting, changing, and stopping Basic Allowance for Subsistence. This entitlement is to members entitled to basic pay except for enlisted members under the circumstances outlined in Chapter 3-B of the Pay Manual. This earnings code is also used to pay Commuted Rations to Cadets.

## Reference:

Chapter 3 - U.S. Coast Guard Pay Manual

## Multiple Entry Capability:

Multiple entry capability is available for this entitlement. Click [here](#) for instructions on preparing multiple entries for entire units and/or sub departments.

## Procedure:

Do not use this earnings code to effect TAD entitlements.

When changing earning types, stop the old earnings type with an effective date one day prior to submitting the start entry.

Basic Allowance for Subsistence automatically stops the day of reporting PCS.

**Start** CGHRMS, [sign-in](#) and follow these steps to start, stop, correct, or delete Basic Allowance for Subsistence.

Step	Action
1	<a href="#">Select</a> Menu items in the following order.  <a href="#">Home</a> > <a href="#">Compensate Employees</a> > <a href="#">Maintain Entitlements</a> > <a href="#">Use</a> > <b>Employee Entitlements</b>

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2 A search page will appear. [Enter](#) the member's Employee ID number or other search criteria and [click](#) the [Search](#) button to select the member you wish to display.

### Advanced Technique

You may select the input mode by checking one of the following boxes located at the bottom of the search screen. ☐ Include History ☐ Correct History If both boxes are left blank, you will enter in the Update Display mode. The system will automatically default to the last method you selected. See Step 4 for more information.

When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID (SSN) before making any changes.

3 Entitlement Panels. Either the **Summary Panel** or **Detail Panel** will appear depending on which option was previously selected.

[Select](#) the [Employee Entitlement Summary](#) Panel from the icons located at the bottom left-hand corner of the screen. The current selection will have no underline.

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

The following screen appears.



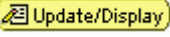
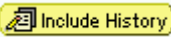





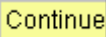
[Save](#) [Return to Search](#)

[Update/Display](#) [Include History](#) [Correct History](#)

[Employee Entitlement Summary](#) | [Employee Entitlement Detail](#)

[Select](#) [View All](#) in the title bar.

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4	<p><b>Select</b> the  button located at the bottom right-hand portion of the screen so that all payments of Basic Allowance for Subsistence will be shown in the next panel. If you are stopping, correcting, or deleting this entitlement, use the  button.</p> <p>Note: The current selection will have a white background.</p> <div data-bbox="285 388 1380 835" style="border: 1px solid black; padding: 10px;"> <ul style="list-style-type: none"> <li>➤ You may use the  button to start Basic Allowance for Subsistence; however, we recommend using the “Include History” mode so all payments will display.</li> <li>➤ Use the  button to view all payments of Basic Allowance for Subsistence. Only new entitlements can be entered in this mode.</li> <li>➤ Use the  button to update or delete entries of Basic Allowance for Subsistence. A listing of all payments will be displayed.</li> </ul> </div>
5	<p><b>If a Basic Allowance for Subsistence row exists in the Summary Panel...</b></p> <p><b>Click</b> the  button adjacent to Basic Allowance for Subsistence. The Employee Entitlement Detail screen will appear. (Go to Step 7)</p> <p><b>If a Basic Allowance for Subsistence row doesn’t exist in the Summary Panel...</b></p> <p><b>Click</b> a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, <b>type</b> “BAS” in the look-up box   or use the magnifying glass to search for and select the Basic Allowance for Subsistence earning code.</p> <p>Then <b>click</b> the  button adjacent to Basic Allowance for Subsistence to bring it up in the Employee Entitlement Detail screen. (Go To Step 7)</p>

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**Employee Entitlement Detail Panel** is the main panel for entering or stopping entitlements. **If you have completed Steps 3-5, continue on to Step 7.**


**Follow these procedures to bypass the Employee Entitlement Summary Panel.**

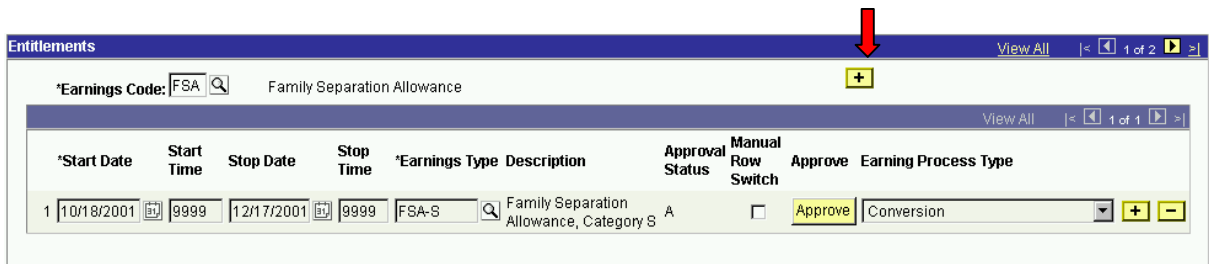
**Select** the Employee Entitlement Detail Panel from the icons located at the bottom left-hand corner of the screen. The current selection is not underlined.

Employee Entitlement Summary | Employee Entitlement Detail

**Select** the  button located at the bottom right-hand portion of the screen so that all entries of Basic Allowance for Subsistence will be shown. If you are stopping, correcting, or deleting this entitlement, use the  button.

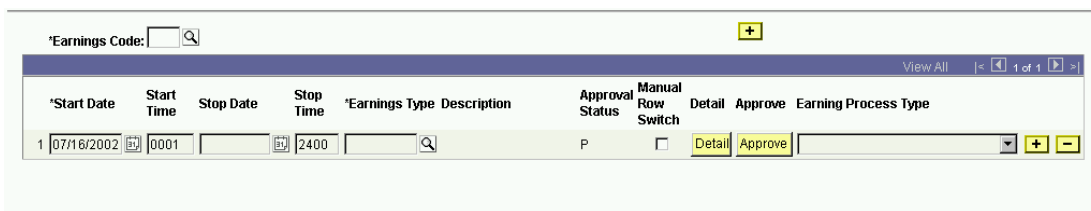
**Select** View All from the displayed title bar to list all entitlements.

**Scroll up** to find the “BAS” Earnings Code. If Basic Allowance for Subsistence isn’t listed (after clicking View All), click the  button from any entitlement as shown below.




The screenshot shows the 'Entitlements' window. At the top, there's a search bar for 'Earnings Code' with 'FSA' entered. Below it is a table with columns: \*Start Date, Start Time, Stop Date, Stop Time, \*Earnings Type, Description, Approval Status, Manual Row Switch, Approve, and Earning Process Type. The first row shows '1' in the first column, '10/18/2001' for start date, '9999' for stop date, 'FSA-S' for earnings type, and 'Family Separation Allowance, Category S' for description. The 'Approval Status' is 'A' and 'Manual Row Switch' is unchecked. The 'Approve' button is highlighted. The 'Earning Process Type' is 'Conversion'. A red arrow points to a plus button in the top right corner of the table area.

The following screen appears below the previous entitlement...



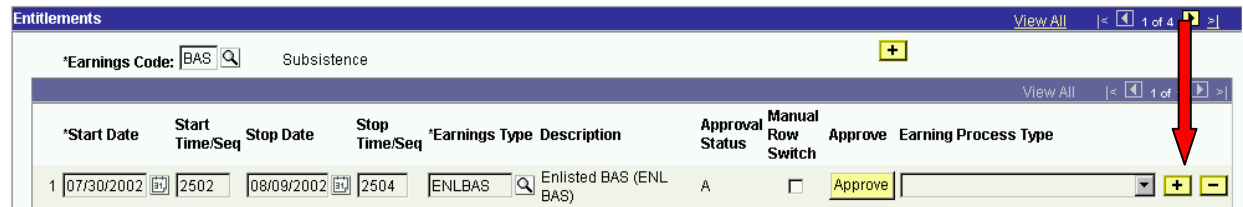
The screenshot shows the 'Entitlements' window. At the top, there's a search bar for 'Earnings Code'. Below it is a table with columns: \*Start Date, Start Time, Stop Date, Stop Time, \*Earnings Type, Description, Approval Status, Manual Row Switch, Detail, Approve, and Earning Process Type. The first row shows '1' in the first column, '07/16/2002' for start date, '0001' for stop date, '2400' for stop time, and 'P' for approval status. The 'Manual Row Switch' is unchecked. The 'Detail' button is highlighted. The 'Approve' button is highlighted. The 'Earning Process Type' is empty.

**Type** “BAS” in the Earnings Code field or use the magnifying glass  to search and select the Basic Allowance for Subsistence Earnings Code.

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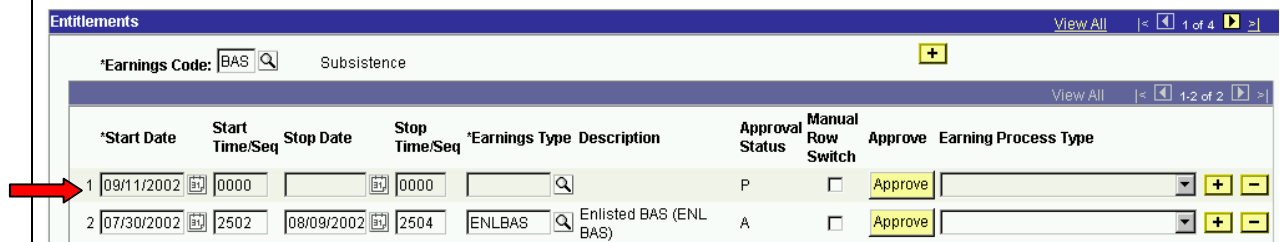
## Starting Basic Allowance for Subsistence (See Steps 8-10 for other options)

In the  mode, click the  button shown below.








The screenshot shows the 'Entitlements' screen with the 'Earnings Code' set to 'BAS' and 'Subsistence'. A red arrow points to the yellow '+' button in the top right corner of the table header.

The following entry row appears...




The screenshot shows the 'Entitlements' screen with two rows. A red arrow points to the first row, which has the following values: Start Date: 09/11/2002, Start Time/Seq: 0000, Stop Date: 0000, Earnings Type: (empty), Description: (empty), Approval Status: P, Manual Row Switch: (empty), Approve: (empty), and Earning Process Type: (empty).

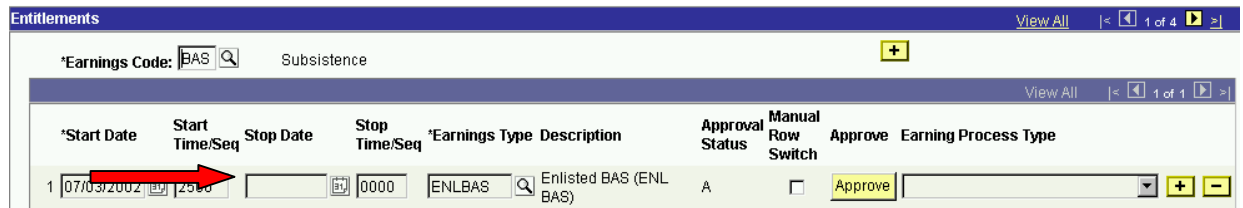
Enter the following information...

Field	Action
Start Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the date assuming command. You can also <u>Click &amp; Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.
Start Time	Pre-filled
Stop Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the desired date. You can also <u>Click &amp; Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.
Stop Time	Pre-filled
Earnings Type	<u>Type</u> in the code if known or use the  to search and <u>select</u> from a listing of available earning types.
Description	Pre-filled. Ensure the proper entitlement is shown.
Approval Status	Pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
Manual Row Switch	<u>Select</u> this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</b>
	Not Used. Payment of Basic Allowance for Subsistence does not require audit and approval.
Earnings Process Type	Not Required. Disregard this field.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

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## Stopping Basic Allowance for Subsistence




In the  mode, find the row to stop. The stop date will be blank as shown below:



The screenshot shows the 'Entitlements' screen with the 'Earnings Code' set to 'BAS' and 'Subsistence'. The table below shows the details of the entitlement:

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Approve	Earning Process Type
1 07/03/2002	2500		0000	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>	Approve	



Enter the following information...


Field	Action
Stop Date	The current date is automatically displayed. Use the calendar button  to <u>select</u> the desired date. You can also <u>Click &amp; Drag</u> over the date field to select the date then <u>Type</u> the start date in MMDDYYYY format.
Stop Time	Pre-filled
Manual Row Switch	<u>Select</u> this field <u>only</u> when necessary to override internal pay edits. Business rules will not be turned off when this is selected. <b>Caution! Overriding pay edits may result in errors and possible overpayment.</b>
	Not Used – Payment of Basic Allowance for Subsistence does not require audit and approval.
	<u>Click</u> this button (located at the bottom left of the screen) to approve the entry.

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## Correcting Basic Allowance for Subsistence

In the  mode, find the Basic Allowance for Subsistence row to correct.

Click & Drag over any editable field to change its value. Dates must be typed in MMDDYYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.

Click the  button located at the bottom left of the screen.





To change the effective start date, you must delete the entire row (Step 10) and then start a new Basic Allowance for Subsistence entitlement (Step 7).

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## **Deleting Basic Allowance for Subsistence**

In  mode, find the Basic Allowance for Subsistence row to delete.

Click on the  button located in the row to be deleted.

Click the  button located at the bottom left of the screen.



The total Basic Allowance for Subsistence entitlement will be recouped when using this feature.

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*End*